

DIRECTIONS TO APPLY FOR AN OCCUPATIONAL EDUCATION LICENSE

STEP 1

OBTAIN THE FOLLOWING:

1. **Application for Occupational Education License (Complete Part I)**
Application must be signed

2. **Qualification Sheet** (form can be obtained from Office of Teacher Licensing website)

3. **Verification of full-time employment** (form can be obtained from Office of Teacher Licensing website)

HEALTH SCIENCE TEACHERS: Applicant shall have completed three years of successful employment within the past five years in a state approved health care facility.

(Ex: hospital, nursing home, rehab center, dental or medical office, home health, day surgery center, etc.)
(NOTARIZED LETTERS ON HEALTH CARE LETTERHEAD MUST BE INCLUDED VERIFYING WORK EXPERIENCE)
The health science teacher will be required to hold an associate or higher degree and hold current licensure, registration or certification in an allied health occupation or as a registered nurse in Tennessee.

TRADE AND INDUSTRY TEACHERS: Applicant shall have a minimum of five years of appropriate work experience, within the last 8 years, in the field for which application is made. Employer must sign verification sheets or original letters on company letterhead verifying work experience. Verification sheets must be notarized. (POST-SECONDARY EDUCATION IN THE OCCUPATIONAL AREA IN WHICH LICENSURE IS REQUESTED MAY BE SUBSTITUTED AS FOLLOWS):

- ☐ Appropriate post-secondary training in the teaching area, an associate degree, or industry certification may be substituted for up to two years of work experience.
- ☐ A combination of an associate degree related to the teaching area and industry certification may be substituted for four years of work experience.
- ☐ A bachelor's degree or higher degree related to the teaching area may be substituted for four years of work experience.

4. **Education verification** (must submit all official transcripts)

HEALTH SCIENCE: Must submit all official transcripts from: (Medical School, University, College)

TRADE AND INDUSTRY: Must submit all official transcripts from: (University, College, High School, GED Scores)

5. INDUSTRY CERTIFICATION

COSMETOLOGY AND/OR BARBERING INSTRUCTOR APPLICANTS:

Must submit a notarized copy of current Tennessee operator and instructor's license
Issued by the Board of Cosmetology or the Barber Examiners of Tennessee.

REGISTERED NURSE OR ALLIED HEALTH APPLICANTS:

Must submit a notarized copy of current valid Tennessee Health license from Tennessee Health Related Boards or Tennessee state approved nationally recognized credential agency.

OTHER TRADE AND INDUSTRY (IF USED FOR WORK EXPERIENCE)

ASE (Automotive Service Excellence), FAA (Federal Aviation Administration), BAT (U.S. Department of Labor-Bureau of Apprenticeship and Training), NCCER (National Center for Construction Education Research Wheels of learning), or AWS (American Welding Society), ServSafe Food (National Restaurant Association) or National Registry of Food Safety Professionals or OCE (Culinary Chef Educator).